

Instructions to Bidders with Living Wage

Each bid consists of 2 (two) files: the bid document and the legal appendices.

The following forms **only** must be **completely** filled out, and the **originals** returned no later than **11:00 a.m.** on the bid opening date to:

Purchasing Office
Suffolk County Department of Public Works
360 Yaphank Avenue – Suite 1B
Yaphank, NY 11980-9645

1. **221B - Bid Request** – signed in ink. Please enter your company name and address in the “To” section
2. All **pages with pricing, wages and model numbers**, along with specifications for alternate bids
3. **SCEX Form 22** – Public disclosure statement – *must be notarized*
4. **SCPD-7 - Bid Certification**
5. **SCDP-8A - Local Business Certification**– *only if claiming local vendor preference*
6. **LHE-1 and LHE-2 – Lawful Hiring** – *must be notarized*
7. **Living Wage Forms**
8. **Insurance Forms** (see pages 60-61 in the legal appendices) – we need the following from your policy:
 - A. The **Accord Certificate** (naming Suffolk County)
 - B. The **Endorsement Page** (naming Suffolk County)
 - C. The **Declaration Page** (usually the first page of the policy)

All bids along with the above mentioned forms must be returned in a sealed envelope and clearly marked as follows: (you may cut out the following and attach to your bid envelope)

RUSH BID – P.A. <u>SL</u>
OPENING DATE <u>11/5/08</u> AT 11 A.M.
REQUISITION NO. <u>LW8/10243</u>

Faxed or Electronic Submission will not be accepted

Monday, September 29, 2008

BID REQUEST

REQ. #(s)

LW8/10243

MAIL OR DELIVER BIDS IN PERSON TO:

COUNTY OF SUFFOLK, N.Y.
DEPT. OF PUBLIC WORKS, PURCHASING OFFICE
360 YAPHANK AVENUE
YAPHANK, NY 11980-9744
PHONE: (631) 852-5196

INVITATION

This is an invitation to submit sealed bids for furnishing the supplies and/or services specified below, subject to the conditions on this and the standard/special terms referenced. All bids must be returned in the envelope furnished herewith. Bids will be received at the office of the County Purchasing Unit and, where required, publicly opened there at 11:00 a.m. on **Wednesday, November 05, 2008**

TO:

Delivery to: **AS SPECIFIED**
(All delivery charges must be included in your quotation)

Required DELIVERY date: **THURSDAY, MAY 14, 2009**

If you cannot comply with the required delivery date, write in here your best possible delivery: _____

Your terms: _____

For additional information call:

SANDY LAUDICINA, Purchasing Agent,
phone: **631/852-5220**

BIDDER'S ACCEPTANCE

1. The delivery date indicated is as required by the County. If you cannot meet it, cross it out and insert your own best delivery time.
2. All delivery charges are to be included in your quotation.
3. If this bid is accepted within _____ days from the bid opening date, the undersigned offers and agrees to furnish any or all of the items on which prices are quoted, at the price and delivery time indicated, subject to all the terms and conditions herein.
4. ALL BIDS MUST BE SIGNED IN INK.
5. Non-Collusive Bid Certification must be returned with this bid.
6. INCLUDE YOUR FEDERAL I.D.# _____

(Print Firm name)

(Authorized Signature)

(Print authorized name and title)

(date)

(FAX #)

(phone number)

Have you filed a County Form SCEX-22 (Local Law 14/1976) for the current calendar year? _____ (see item 10 on reverse side)

Email address: _____

THIS IS NOT AN ORDER

COM. CODE	ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	NET TOTAL
96200	1.	800	PEOPLE	ANNUAL REQUIREMENTS CONTRACT SENIOR LUNCHEON =====		
				NUMBER IS APPROXIMATE	\$ _____	\$ _____
				LUNCHEON DATE: THURSDAY, MAY 14, 2009 FROM 7:30 AM TO 3:00 PM	per person to include service charge	
				IN ADDITION TO THE STANDARD BID TERMS & CONDITIONS (ATTACHED) THE FOLLOWING "SPECIAL INSTRUCTIONS TO BIDDERS" ALSO APPLY: A1, C10, D11, D12, D16, D17 E19 AND E20.		

SL/LAF

**SUFFOLK COUNTY
DEPARTMENT OF PUBLIC WORKS
PURCHASING OFFICE**

**STANDARD BID TERMS AND CONDITIONS AND SPECIAL
INSTRUCTIONS TO BIDDERS AS INDICATED**

All quotations are subject to the following terms and conditions unless modified in writing. Upon acceptance of a bid by the County the terms of the bid shall apply to all orders issued as a result of such acceptance.

1-BIDDING

(a) **PRICING** - Bidders shall insert unit prices and extension for each item.

(b) **PROVISIONS OF THE NEW YORK STATE PUBLIC WORKS LAW (Public Contract Act)** and the federal price determination law (Robertson-Pattman Act) do not apply to purchases made by the County.

(c) **DISCOUNTS** - Cash discounts will not be a factor in determining awards unless otherwise indicated by the County. Trade discounts will be a factor in determining the award.

(d) **FOEL DELIVERY POINT** - All prices bid must be on the basis of FOEL delivery point, unloaded trucks and assembled unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal.

(e) **OR EQUAL** - BIDDING - When a bid standard is specified, the bidder may offer an article which the articles to be equal in quality, performance and other essential characteristics to the bid standard. If bidder fails to name a substitute, he will be required to furnish the bid standard.

(f) **2-SAMPLES** - Samples or drawings required shall be delivered the day of change as requested. Samples shall be removed by the bidder at his expense. The County will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the vendor, they shall be considered as abandoned and the County shall have the right to dispose of them as its own property.

(g) **3-AWARD** WILL BE MADE BY ITEM OR CLASS - When class bids are indicated, bidder must bid on each item in the class. A bidder desiring to bid "no change" on an item in a class must so indicate; otherwise bid for that class will be considered as incomplete. Items may be combined and awarded as a group if there is a saving in ultimate cost by the reduction of the number of orders issued.

4-DELIVERY

(a) **INSPECTIONS** shall be made at the point of delivery unless otherwise specified. Any food, drug or other commodity which is found to be unwholesome or otherwise unfit for human consumption or use shall not be removed by the Vendor and it is examined by the Department of Health. If condemned, such commodities shall be disposed of as provided by law.

(b) **DELIVERY HOURS** - Deliveries shall be made between 8 A.M. and 3:30 P.M. Monday through Friday and at other times by special arrangement only.

(c) **DELIVER TIME** - Shall be computed in calendar days from the order mailing date on the order.

(d) **LABELS** - All supplies which are customarily labeled or identified must have security affixed thereto the original unmodified label or marking of the manufacturer.

(e) **NEW MERCHANDISE** - Unless otherwise stated in the quotation or order, deliveries must consist only of new and unused merchandise which is currently in production.

(f) **SUPPLIES** shall be securely and properly packed for shipment, according to accepted commercial practice.

(g) **THE CONTRACTOR** shall be responsible for delivery of supplies, equipment or materials in good condition to point of destination. Materials, equipment and/or supplies delivered to an agency shall be the property and sole responsibility of the Contractor or Vendor until such time as the County accepts same.

(h) **BILLINGS** for deliveries must be rendered on County claim vouchers.

5-DELAYS, NO-DELIVERY, REJECTIONS

(a) **VENDORS' FAULT** - If the Vendor fails to make delivery within the time specified or if the delivery is rejected, the Chief Purchasing Agent may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the order price, the difference plus the relating cost and the equipment damages, if any, will be charged against the Vendor. Should the new price be less, the Vendor shall have no claim to the difference, but the relating cost and the equipment damages will become charges against the Vendor.

(b) **Should the new purchase price exceed the order by twenty per cent (20%) or more, the County agrees to waive its claim to the relating cost and the equipment damages, should such excess price be less than twenty per cent (20%), the County shall charge the Vendor in addition, the relating cost and equipment damages to a total not exceeding twenty per cent (20%) of the order price of the items rejected or not delivered.**

(c) **REJECTED MERCHANDISE** - The County may withhold acceptance of or reject any goods which are found, upon examination, not to meet the specified requirements. Upon written notification of rejection, goods shall be immediately removed by the Vendor. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the County shall have the right to dispose of them as its own property. On foodstuffs and drugs, no written notice of rejection need be given upon verbal notice to do so, the Vendor shall immediately remove and replace rejected merchandise.

6-AWARD

(a) The Chief Purchasing Agent reserves the right to make awards within forty-five (45) days after the date of the bid opening, during which period bids shall not be withdrawn.

(b) The placing of an order by the Chief Purchasing Agent with the bidder for materials described in the Request for Bid shall constitute a legal and binding contract.

(c) The placement of a Purchase Order (Form 24-1090, (2010b)) may be terminated by the County for convenience upon 5 days written notice.

(d) All contracts awarded by the Chief Purchasing Agent shall be executory only to the extent of funds available to such Agency for the purchase of the commodity.

(e) **7-PERFORMANCE BONDS** - If the specifications require the posting of a performance bond, then within one week after awarding of the contract a performance bond of 100% of the amount of the award shall be posted as security for faithful performance, with the understanding that the whole or any part thereof may be used by the County of Suffolk to supply any deficiency that may arise from any default on the part of the bidder. Such bond must meet all the requirements of the County Attorney.

(f) **8-GUARANTEES BY BIDDER** - Bidder hereby guarantees:

(a) To save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance hereof of which the Bidder is not the Patentee, assignee or licensee, and to defend any action brought against the County in the name of the County and under the direction of the County Attorney at the sole cost of the Bidder or in the sole option of the Chief Purchasing Agent to pay the cost of such defense to the County.

(b) Vendor agrees to indemnify and hold the County Government harmless for any claim or liability arising under the contract due to any act or omission of the Vendor.

(c) The products against defective material or workmanship and to repair or replace any damages or missing occasioned in transit.

(d) To furnish adequate protection from damage for all work and to repair damages of any kind, for which he or the workmen are responsible, to the building or equipment, to the own work or the work of other Vendors or in the option of the Chief Purchasing Agent to pay for the same by deductions in payments due under this contract.

(e) To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the city, village or town in which the installation is to be made, and of the County of Suffolk and the State of New York.

(f) To carry proper insurance in the option of the Chief Purchasing Agent, and approved by the County Attorney to protect the County from loss in case of accident, fire and theft.

(g) That he will keep himself informed of all municipal ordinances and regulations, state and national laws in any manner affecting the work or goods herein specified, and any extra work contracted for by him and shall at all times observe and comply with said ordinances, laws and regulations, including all provisions of the Workmen's Compensation and Labor Laws, and shall indemnify and save harmless the County of Suffolk from loss and liability upon any and all claims on account of any physical injury to persons, including death or disability upon any and all claims on account of the actual cost of the same and irrespective of whether the same shall have been due to the negligence of the Bidder or the agents or the County or their respective agents.

(h) That the items furnished shall conform to all the provisions of the bid and the warranty shall survive acceptance, or use of any material so furnished.

(i) That all deliveries will not be inferior to the accepted bid sample.

(j) **9-ASSIGNABILITY OF CONTRACTS** - The contractor agrees that the contract shall not be assigned, transferred, conveyed, sublet, or otherwise dispose of the same, or of its right, title and interest therein, or the power to exercise such contract, or assign all or any portion of the contract that may be due or become due to the contractor under the terms of this contract.

(k) **10-COMPLIANCE WITH LOCAL LAWS** - Prior to award of contract or Purchase Order, Vendor must comply with requirements of Local Laws 18-1972, 28-1973, 14-1976, 6-1979, and 32-1980, where applicable, by completing Forms SCEX 22 and SCDP-7 and filing them with the Purchasing Division.

(l) **11-LIMITATION OF ACTION** - No action for any cause whatsoever arising out of this order shall be maintained against the County of Suffolk by the Vendor, or anyone claiming under the Vendor, unless such action shall be commenced within six months.

(m) **12-LABOR LAWS AND DISCRIMINATION IN EMPLOYMENT**

(a) Pursuant to Sections 220 (4) and 239 of the Labor Law, in the hiring of employees for the performance of work under the contract or any subcontract hereunder:

(i) No contract, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates.

(ii) No contract, subcontractor, nor any person on the behalf shall, in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, national origin, age, or sex.

(iii) There may be deducted from the amount payable to the contractor by the County pursuant to the contract for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this contract, and

(iv) The contract may be cancelled or terminated by the County, and all monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract.

(v) Pursuant to Sec. 220(2) of the Labor Law no laborers, workmen, or mechanics in the employ of the contractor, subcontractor or other person doing or contracting to do all or part of the work contemplated by the contract, shall be permitted or required to work more than eight hours in any one calendar day or more than five days in any one week except in cases of extraordinary emergency including fire, flood or damage to life or property as provided for therein.

(vi) For every contract for the construction, reconstruction, maintenance and/or repair of public work, every laborer, workman or mechanic shall be paid not less than such hourly minimum rate of wage and supplements not less than the prevailing supplements, as is provided in Art. 6 of the Labor Law.

(vii) Preference in Employment of Persons Upon Public Works - Every contractor and/or subcontractor agrees to give preference to citizens of the State of New York who have been residents for at least six consecutive months immediately prior to the commencement of their employment, as provided in Sec. 22 of the Labor Law.

(viii) For every contract involving building services work as defined in Article 9 of the Labor Law, the contractor and/or the subcontractors shall be obligated to pay each employee on such work not less than the wage specified for his craft, trade or occupation in the schedule of wages made part of the specifications herein, and agree to be bound by all of the provisions of Article 9 of the Labor Law.

(ix) **13 - SALES AND EXCISE TAXES** - Unless the proposal indicates otherwise, the County is exempt from the payment of any sales, excise or federal transportation taxes. The price bid must be net exclusive of taxes and will be so construed. A vendor desiring refunds of, or exemptions from taxes paid on merchandise accepted by the County, must submit the proper forms, and the Chief Purchasing Agent, if satisfied as to the facts, will approve or issue the necessary certificates.

(x) **14 - AUDIT** - Purchase orders and contracts are subject to audit.

(xi) **15 - PAYMENT AND COLLECTION OF CHARGES**

(a) The County will make every effort to pay vouchers within thirty (30) days after

(1) proper delivery of merchandise

(2) receipt of a properly executed voucher submitted to the Comptroller by the receiving agencies; vouchers forms shall be obtained from such agencies.

(b) In any case where a question of nonperformance of a contract arises, payment may be withheld in whole or in part.

(c) All charges against a Vendor that be deducted from current obligations that are due him or shall become due him. In the event that there are no current obligations, the Vendor shall pay to the County the amount of any such charges.

(d) The County will also avail itself of cash discounts for payment within prescribed times whenever possible.

CONTRACTS INVOLVING INSTALLATION.

1. Contractor shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work the premises shall be left in a neat, unobstructed condition, the buildings broom clean, and everything in satisfactory repair and order.

2. Installation shall also include the furnishings of any rigging necessary to move equipment into the building; also the removal and resetting of any removable windows used for moving equipment into the building and removal of trade-in, if any.

3. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.

4. Contractor shall furnish adequate protection from damage for all work and shall repair damages of any kind for which he or his workmen are responsible.

VEHICLES

5. Any and all equipment listed by the Manufacturer as "Standard" for the model offered shall be provided on the delivered vehicle.

6. The Manufacturer's Standard Warranty shall cover all equipment delivered.

7. Vehicles shall be completely serviced including cleaning (outside and inside) prior to delivery.

8. Award will not be made to any dealer who cannot provide warranty repairs and services within the County of Suffolk. Vendors not having a place of business in the County of Suffolk shall provide in writing the name and location of the agency within the County of Suffolk where such services will be performed.

9. No name other than the Manufacturer's shall appear on the Vehicle.

10. Any deviations from these Specifications will be considered cause for disqualification unless fully explained in the bid. Acceptance of such deviations shall be within the discretion of the Chief Purchasing Agent.

11. Bids will be considered only from Automobile Manufacturers or their Authorized Dealers.

24-0103, 100264

PURCHASING
COUNTY OF SUFFOLK, N.Y.
REQUEST FOR BID
CONTINUATION SHEET

REQ. # (S) LW8/10243

COM. CODE	ITEM #	QTY.	UNIT	DESCRIPTION	UNIT PRICE	NET TOTAL
				REFERENCE SHEET (ATTACHED) MSUT BE COMPLETED AND RETURNED WITH BID, LISTING AFFAIRS OF A SIMILAR NATURE HELD AT YOUR FACILITY WITHIN THE LAST TWO(2) YEARS.		

Specifications for Senior Celebration 2009

1. Availability on May 14, 2009 from 7:30 A.M. to 3:00 P.M.
2. Two registration tables with two chairs behind each table.
3. One room capable of accommodating 35 vendor tables with two chairs per table. This room must be available throughout the day. It must be locked during lunch.
4. A large Dining Room capable of accommodating 800 people for lunch in tables of ten and twelve, a 10 person Dais with Podium, a suitable dance floor, lectern with microphone, and outlets for DJ equipment.
5. Continental Breakfast consisting of:
 - Bagels, Rolls, Muffins
 - Regular and Decaffeinated Coffee
 - Regular, Decaffeinated, and Herbal Teas, Lemon, Cream, Milk, and Sugar
6. Luncheon consisting of:
 - Mixed Green Salad and Dressing
 - Chicken Francaise and Pasta Primavera
 - Dinner Rolls and Butter
 - Pitchers of Soda (Coke, Diet Coke, Sprite)
 - Dessert
 - Fresh Brewed Regular and Decaffeinated Coffee, Coke, Regular and Assorted Herbal Teas.
7. Valet Parking
8. Must be handicapped accessible and meet all ADA requirements.

The facility must be centrally located within Suffolk County with close proximity to a major east-west artery (i.e. Long Island Expressway). The caterer must have a proven track record in holding an event of this nature.

SUFFOLK COUNTY DEPARTMENT OF PUBLIC WORKS
PURCHASING OFFICE

SPECIAL INSTRUCTIONS TO BIDDERS - APPLY ONLY AS INDICATED
BY CHECKMARK

All quotations are subject to the following Special Instructions to Bidders, if referenced in the bid specifications. Upon acceptance of this bid by the County, those Special Instructions which are referenced in the bid shall apply to all orders issued as a result of such acceptance.

☒ A. BIDS

1. Terms of this bid are to remain in effect for 90 days after date of bid opening unless specifically changed to another term by the Bidder under Item 3 on Page 1.
2. Successful Bidder will be required to supply one (1) parts book, one (1) service and repair manual, and one (1) operator's manual with each unit, where applicable.

B. SPECIFICATIONS

3. Appropriate manufacturer's and distributor's certificates must be completed and submitted with the bid. Failure to do so may render the bid informal.
4. Wherever specifications are referenced or supplied, it is intended that they be the latest revision in effect at the time of the bid.
5. The Vendor guarantees that all articles of equipment including all parts thereof are new and of first quality throughout and comply in all respects with or are fully equal to the standards called for in the bid. The vendor further guarantees all equipment, and all parts thereof against all or any defects of workmanship, construction, and materials, and guarantees to repair or replace without cost to the County any article that has become defective and not proven to have been caused by negligence on the part of the user, within one (1) year from the date of acceptance. Should this clause become operative and the vendor be required to repair or replace any equipment or any part so guaranteed, a new guarantee period of one (1) year shall become effective for those items so repaired or replaced dating from the time of their acceptance.

In the event of failure on the part of the vendor to replace or put in first class condition any such articles within 30 days from date of notice, the County may have the work done by others and charge the cost to money due, or that may become due to the vendor. If there is no money due to the vendor, the vendor agrees to pay the County such costs.

6. Quarterly sales reports on annual supplies contracts are to be submitted by the successful bidder no later than the 15th of the month following each quarter. Political subdivisions are to be listed separately from County Agencies. Each report shall indicate name and address of vendor, contract number, period covered by report, total dollar volume of period, and year to date dollars. Failure to submit quarterly reports may result in disqualification of vendor for future contracts.

C. PRICING

7. Each bidder shall submit with his bid one copy of the manufacturer's latest trade catalog and price list showing all items of the general nature and manufacture as indicated in his bid for each class. The Chief Purchasing Agent reserves the right to purchase any item listed therein and the discount quoted in the bid shall apply to the list price of any of such items which may be purchased during the period of this contract. Bidder is to cross out any printed matter and/or prices which do not apply on this contract. Any references to "Prices subject to change without notice" will have no value on this contract.

All deletions in the price list must be initialed by the person submitting the bid. The successful bidder is to furnish on request three (3) additional copies of the catalog and price list. Failure to submit a catalog and price list with bid may result in rejection of bid.

8. A request to substitute a new price during the period of the contract will be considered only if submitted to the Chief Purchasing Agent in writing. The Chief Purchasing Agent may, after consideration, accept the new price as a basis for modification of the contract. However, if the Chief Purchasing Agent does not consider the new price fair, reasonable, and in the County's interest, the contract may be cancelled after 30 days written notice during which time the contractor agrees to fill all outstanding orders placed prior to cancellation.

9. When a discount is requested for items other than specified, such discount must be compatible with all other items in the same class.

- ☒ 10. Prices are to remain firm fixed for each one (1) year period of the contract.

D. CONTRACTS UNLESS OTHERWISE SPECIFICALLY STATED

- ☒ 11. The period of this contract is for one year from date of award and may be extended for 4 additional one (1) year periods at the option of the County.

- ☒ 12. If any quantities are indicated, they are merely estimates based on experience. The County will neither be compelled to order any quantities of any item nor will it be limited by the quantity indicated for any item, but the quantity to be ordered will be such as may actually be required.

13. The County reserves the right to purchase from other sources any style, type, or size of article or equipment covered by this contract, or that will best meet the needs of the requisitioning agency; also, items required to match and intermember with an existing installation. The decision of the Chief Purchasing Agent to purchase such items from other sources shall be final.

14. The Bidder agrees in submitting a bid that political subdivisions of New York State, either whole or part within the County of Suffolk, where applicable by law, will be permitted to participate in this contract per same terms and conditions listed. These subdivisions will be wholly responsible for any debts incurred by them as participants in this contract.

15. The bidder agrees in submitting a bid that qualified not-for-profit contract agencies of Suffolk County can participate in this contract, at the contractor's option, per terms and conditions listed. These contract agencies will be wholly responsible for any debts incurred by them as participants in this contract.

- ☒ 16. The County expressly reserves the right to terminate any resulting contract at any time for cause and in the Chief Purchasing Agent's sole discretion on thirty (30) days written notice to the contractor.

- ☒ 17. No alteration or variation of the terms of the contract shall be valid or binding upon the County unless requested in writing and formally approved by the Chief Purchasing Agent.

E. DELIVERY

18. All deliveries shall be made to a point or points as may be designated on specific orders.

- ☒ 19. Delivery must be made as ordered and in accordance with the terms of the contract.

- ☒ 20. The Chief Purchasing Agent reserves the right to disqualify any bidder, if in his sole judgment such bidder does not have the capacity for/or facilities to assure such prompt delivery as specified and as is required in the best interest of the County.

REQ. # LW8/10243

B.O.D. 11/5/08

REFERENCES

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

FAX NUMBER:

DATE(s) OF JOB (s) PERFORMED:

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

FAX NUMBER:

DATE(s) OF JOB (s) PERFORMED:

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

FAX NUMBER:

DATE(s) OF JOB (s) PERFORMED:

Suffolk County Form 22
Contractor's/Vendor's Public Disclosure Statement

Pursuant to Section A5-7 of the Suffolk County Administrative Code, this Public Disclosure Statement must be completed by all contractors/vendors that have a contract with Suffolk County. In the event contractor/vendor is exempt from completing paragraphs numbered 1 through 11 below, so indicate at paragraph number 12 below setting forth the reason for such exemption. Notwithstanding such exempt status, you must execute this form below before a notary public.

1. Contractor's/Vendor's Name _____
Address _____
City and State _____ Zip Code _____
2. Contracting Department's Name _____
Address _____
3. Payee Identification or Social Security No. _____
4. Type of Business ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other
- 5.a Is contractor/vendor entering into or has contractor/vendor entered into a contract with Suffolk County in excess of \$1,000? ☐ Yes ☐ No.
- 5.b Has contractor/vendor entered into three or more contracts, including the one for which you are now completing this form, with Suffolk County, any three of which, when combined, exceed \$1,000? ☐ Yes ☐ No.
6. Table of Organization. List names and addresses of all principals; that is all individuals serving on the Board of Directors or comparable body, names and addresses of all partners, and names and addresses of all corporate officers. Conspicuously identify any person in this table of organization who is also an officer or an employee of Suffolk County. (Attach additional sheet(s) if necessary)

7. List all names and addresses of those individual shareholders holding more than five percent (5%) interest in the contractor/vendor. Conspicuously identify any shareholder who is also an officer or an employee of Suffolk County. (Attach additional sheet(s) if necessary)

8. Does contractor/vendor derive 50% or more of its total revenues from its contractual or vendor relationship with Suffolk County? ____ Yes ____ No.
9. If you answered yes to 8 above, you must submit with this disclosure statement, a complete financial statement listing all assets and liabilities as well as a profit and loss statement. These statements must be certified by a Certified Public Accountant. (Strike this out if not applicable.)
10. The undersigned shall include this Contractor's/Vendor's Public Disclosure Statement with the contract. (Describe general nature of the contract.)_____
-
11. Remedies. The failure to file a verified Public Disclosure statement as required under local law shall constitute a material breach of contract. Suffolk County may resort, use or employ any remedies contained in Article II of the Uniform Commercial Code of the State of New York. In addition to all legal remedies, Suffolk County shall be entitled, upon a determination that a breach has occurred, to damages equal to fifteen percent (15%) of the amount of the contract.
12. If you are one of the entities listed below at a) through c) or you qualify under d) below, you are exempt from completing paragraphs numbered 1 through 11 herein:
- _____ a) Hospital
 - _____ b) Educational or governmental entities
 - _____ c) Not-for-profit corporations
 - _____ d) Contracts providing for foster care, family day-care providers or child protective services

Please check to the left side of the appropriate exemption.

13. **Verification.** This section must be signed by an officer or principal of the contractor/vendor authorized to sign for the company for the purpose of executing contracts. The undersigned being sworn, affirms under the penalties of perjury, that he/she has read and understood the foregoing statements and that they are, to his/her own knowledge, true.

Dated: _____

Signed: _____

Printed Name of Signer: _____

Title of Signer: _____

Name of Contractor/Vendor: _____

UNIFORM CERTIFICATE OF ACKNOWLEDGMENT
(Within New York State)

STATE OF NEW YORK)
COUNTY OF) ss.:

On the _____ day of _____ in the year 2008 before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Signature and office of individual taking acknowledgement)

UNIFORM CERTIFICATE OF ACKNOWLEDGEMENT
(Without New York State)

STATE OF)
) ss.:
COUNTY OF)

On the _____ day of _____ in the year 2008 before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual(s) made such appearance before the undersigned in

(Insert the city or other political subdivision and the state or country or other place the acknowledgement was taken)

(Signature and office of individual taking acknowledgement)

Proposal/Bid Certification

The undersigned Contractor affirms as true, under the penalties of perjury, as follows:

The prices in this Proposal or Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other contractor or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this Proposal or Bid have not been disclosed knowingly by the Contractor, and will not be disclosed knowingly by the Contractor, directly or indirectly, to any other contractor or to any competitor, prior to the opening;

No attempt has been made or will be made by the Contractor to induce any other person, partnership or corporation to submit a Proposal or Bid for the purpose of restricting competition;

Neither the undersigned nor, if the Contractor is a partnership, joint venture or corporation, any partner, principal, officer, director, employee or stockholder holding in excess of a five percent (5%) interest therein, is an officer or employee of Suffolk County or is paid with County funds, or is required to disclose an interest pursuant to the Suffolk County Code of Ethics;

Neither the undersigned, nor, if the Contractor is a partnership, joint venture or corporation, any partner, principal, officer, director, employee, stockholder, or any other person authorized by the undersigned or any of the foregoing persons, has offered or given any gratuity to any official, employee or agent of Suffolk County or New York State or of any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement;

The undersigned, a principal or corporate officer of the business listed below, has read and is familiar with the provisions of Local Law No. 32-1980 of Suffolk County; and

The undersigned, as such principal or corporate officer, further certifies to the best of his/her information and belief that there have been no convictions for the crimes described in Local Law No. 25-1990 of Suffolk County of persons referred to in the Local Law or that the required documentation is annexed hereto.

Dated: _____

Signed: _____

Printed Name of Signor: _____

Title of Signor: _____

Name of Firm: _____

Local Business Certification Form

The undersigned Contractor affirms as true, under the penalties of perjury, as follows:

The undersigned, a principal or corporate office of the business listed below, has read and is familiar with the provisions of Local Law No. 5-1993, entitled "Competitive Bids" and Local Law No. 10-1997; and

The undersigned, as such principal or corporate officer, further certifies to the best of his/her information and belief that such bidder maintains a principal place of business located within Suffolk County or located with Nassau County or sells the contracted-for supplies, material or equipment manufactured and located within Suffolk County or located within Nassau County; and

The undersigned claims qualification in the event that the Contractor submits a bid not exceeding 10% more than the otherwise lowest responsible bidder.

DATE:

SIGNATURE:

PRINTED NAME OF SIGNOR:

TITLE OF SIGNOR:

NAME OF FIRM:

BID NUMBER:

SUFFOLK COUNTY DEPARTMENT OF LABOR
NOTICE OF APPLICATION TO CERTIFY COMPLIANCE WITH FEDERAL LAW
(8 U.S.C. SECTION 1324A)
WITH RESPECT TO LAWFUL HIRING OF EMPLOYEES
Suffolk County Code, Chapter 234 (2006)

To Be Completed By Applicant/ Covered Employer//Owner

EMPLOYER/CORP./BUSINESS/COMPANY NAME: _____

1) ADDRESS: _____

2) NOT-FOR-PROFIT: YES____ NO____ (SUBMIT PROOF OF IRS NOT-FOR-PROFIT STATUS)

3) VENDOR #: _____ **4) **CONTRACT ID:** _____
(If known) (If known)

5) CONTACT: _____ **6) TELEPHONE #:** _____

7) TERM OF CONTRACT OR EXTENSION (PROVIDE DATES): _____

8) AMOUNT OF CONTRACT OR EXTENSION: _____

9) BRIEF DESCRIPTION OF PROJECT OR SERVICE _____

SUBCONTRACTOR: _____

1) ADDRESS: _____

2) VENDOR#: _____ **3) TELEPHONE #:** _____

4) CONTACT: _____

5) DESCRIPTION OF COMPENSATION, PROJECT OR SERVICE: _____

EVIDENCE OF COMPLIANCE:

COPIES OF THE FOLLOWING MUST BE MAINTAINED BY COVERED EMPLOYERS OR THE OWNERS THEREOF FOR EACH EMPLOYEE FOR THE TIME PERIODS SET FORTH IN SUFFOLK COUNTY CODE, CHAPTER 234, SECTION 5 (C):

- A.** United States passport; or
- B.** resident alien card or alien registration card; or
- C.** birth certificate indicating that person was born in the United States; or
- D.** (1) a driver's license, if it contains a photograph of the individual; and
 (2) a social security account number card (other than such a card which specifies on its face that the issuance of the card does not authorize employment in the United States); or
- E.** employment authorization documents such as an H-1B visa, H-2B visa, and L-1 visa, or other work visa as may be authorized by the United States Government at the time the County contract is awarded for all covered employees.

SUFFOLK COUNTY DEPARTMENT OF LABOR - *LIVING WAGE* UNIT

NOTICE OF APPLICATION FOR COUNTY COMPENSATION (Contract)

Living Wage Law, Suffolk County Code, Chapter 347 (2001)

To Be Completed By Applicant/ Employer/Contractor

- 1) NAME: _____
- 2) VENDOR #: _____ (If known)
- 3) CONTRACT ID #: _____ (If known)
- 4) CONTACT : _____
- 5) TELEPHONE #: _____
- 6) ADDRESS: _____

- 7) TERM OF CONTRACT (DATES): _____
- 8) PROJECT NAME: (IF DIFFERENT FROM #1) _____
- 9) AMOUNT: _____
- 10) AWARDING AGENCY: _____
- 11) BRIEF DESCRIPTION OF PROJECT OR SERVICE:

- 12) **PROJECTED EMPLOYMENT NEEDS:** (attach a statement listing, by job classification, the total workforce dedicated to performing this contract or service, including calculation of estimated net increase or decrease in jobs as a result of funding).
- 13) **PROJECTED WAGE LEVELS:** (attach a statement listing projected wage levels, compensated days off and medical benefits for total workforce dedicated to fulfilling the terms of this contract, broken down annually for each year of the term of the contract).

SUFFOLK COUNTY DEPARTMENT OF LABOR – LIVING WAGE UNIT
LIVING WAGE CERTIFICATION/DECLARATION – SUBJECT TO AUDIT

If either of the following definitions of 'compensation' (*Living Wage* Law Chapter 347 – 2) applies to the contractor's/recipient's business or transaction with Suffolk County, the contractor/recipient must complete Sections 1, 3, 4 below; and Form LW-1 (Notice of Application for County Compensation). If the following definitions do not apply, the contractor/recipient must complete Sections 2, 3 and 4 below. Completed forms must be submitted to the awarding agency.

"Any grant, loan, tax incentive or abatement, bond financing subsidy or other form of compensation of more than \$50,000 which is realized by or provided to an employer of at least ten (10) employees by or through the authority or approval of the County of Suffolk," or

"Any service contract or subcontract let to a contractor with ten (10) or more employees by the County of Suffolk for the furnishing of services to or for the County of Suffolk (except contracts where services are incidental to the delivery of products, equipment or commodities) which involve an expenditure equal to or greater than \$10,000. For the purposes of this definition, the amount of expenditure for more than one contract for the same service shall be aggregated. A contract for the purchase or lease of goods, products, equipment, supplies or other property is not 'compensation' for the purposes of this definition."

Section I

The *Living Wage* Law applies to this contract. I/we hereby agree to comply with all the provisions of Suffolk County Local Law No. 12-2001, the Suffolk County *Living Wage* Law (the Law) and, as such, will provide to all full, part-time or temporary employed persons who perform work or render services on or for a project, matter, contract or subcontract where this company has received compensation, from the County of Suffolk as defined in the Law (compensation) a wage rate of no less than \$10.69 (\$9.25 for child care providers) per hour worked with health benefits, as described in the Law, or otherwise \$12.17 (\$10.50 for child care providers) per hour or the rates as may be adjusted annually in accordance with the Law. (Chapter 347-3 B)

Check if
applicable

I/we further agree that any tenant or leaseholder of this company that employs at least ten (10) persons and occupies property or uses equipment or property that is improved or developed as a result of compensation or any contractor or subcontractor of this company that employs at least ten (10) persons in producing or providing goods or services to this company that are used in the project or matter for which this company has received compensation shall comply with all the provisions of the Law, including those specified above. (Chapter 347-2)

I/we further agree to permit access to work sites and relevant payroll records by authorized County representatives for the purpose of monitoring compliance with regulations under this Chapter of the Suffolk County Code, investigating employee complaints of noncompliance and evaluating the operation and effects of this Chapter, including the production for inspection & copying of payroll records for any or all employees for the term of the contract or for five (5) years, whichever period of compliance is longer. All payroll and benefit records required by the County will be maintained for inspection for a similar period of time. (Chapter 347-7 D)

The County Department of Labor shall review the records of any Covered Employer at least once every three years to verify compliance with the provisions of the Law. (Chapter 347-4 C)

Section II

The *Living Wage* Law does not apply to this contract for the following reason(s): _____

Check if
applicable

Section III

Contractor Name: _____ Federal Employer ID#: _____

Contractor Address: _____ Amount of compensation: _____

Vendor #: _____

Contractor Phone #: _____

Description of project or service: _____

Section IV

I declare under penalty of perjury under the Laws of the State of New York that the undersigned is authorized to provide this certification, and that the above is true and correct.

Authorized Signature

Date

Print Name and Title of Authorized Representative